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CITY OF GREENVILLE

POLICY NO. HR-33

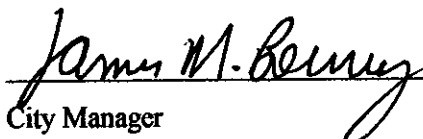
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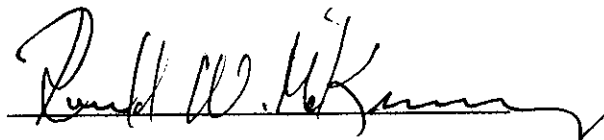
SUBJECT: Employee/Customer Relations Expenditures


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APPROVALS:


City Manager


City Attorney


Human Resource Director

HR-33

I. **Purpose**

The purpose of this policy is to identify and clarify what are legitimate expenditures of public funds for employee and customer relations and hospitality.

II. **Scope**

This policy applies to all classified employees of the City of Greenville.

III. **Policy**

The City of Greenville acknowledges the importance and legitimacy of investing and spending reasonable sums of public revenues on creating and maintaining good employee and customer relations, and recognizes a direct relationship between a satisfied, motivated workforce and the accomplishment of its mission of providing excellent quality services to its citizens. The City is also cognizant of its ethical responsibility for wise stewardship of public funds. It is therefore the policy of the City to allow limited discretion to its Manager and Department Heads for budgeting and funding expenditures for certain Aperks® that benefit employees and/or customers while engaging in City business or celebrations.

IV. **Procedures**

A. Coffee, Tea, Cold Drinks, Lunches and Snacks:

1. Coffee Pots, and/or refrigerators, may be allowed by Department Heads in designated work areas for the purpose of self-service of employees in those areas, provided that the area is kept clean and free of dirty utensils, cups, flatware and trash, and provided that appliance safety is assured and maintained.
2. Department Heads may budget for and supply coffee, tea, and or cold drinks to be made available to employees and work crews required to work outside in uncomfortably cold, or uncomfortably hot weather conditions.
3. Department Heads may budget for and supply coffee, tea, and or cold drinks to be made available to employees who host, and/or are participants in meetings with citizens, customers, suppliers, or other individuals where hospitality is an expected courtesy.
4. Snacks and/or lunches or dinners may be budgeted, and supplied by the City at a Department Head=s discretion, when the provision of such snack, or lunch, or dinner facilitates a legitimate City business purpose, for example, an all-day training session where an off-site break for lunch would result in scattering of the

trainees and a possible delay of the afternoon session.

5. Coffee, tea, cold drinks, snacks, lunches, and dinners, other than as provided for above,
shall be paid by the employees who partake thereof. Coffee kitties, and employee memberships in such perquisite pooling arrangements, for celebration of birthdays, resignations, promotions, holidays, etc. within the department, shall be supported solely by employee contributions, and such funds shall not be intermingled with City funds.
6. No alcoholic beverages shall be allowed, supplied, or paid for by the City of Greenville as part of any such hospitality or perk.

B. Retirements

1. It is not uncommon for departments to honor long service employees who have decided to retire from the City, having qualified for retirement under the SCRS, the PORs, or the Firemen=s Pension Fund. The City currently recognizes such retirees once per year at a reception on the 10th floor of City Hall followed by a formal presentation of gifts at a public meeting of City Council. Retirees are awarded an engraved watch, a plaque, and a check recognizing their years of service with the City. (See HR-24)
2. In addition to the City-wide, once per year, recognitions cited above, Department Heads shall have the discretion to budget for, and supply at the time of an employee=s retirement, drinks and snacks for a departmental drop-in celebration, provided that all City employees, and relevant members of the public are welcome to attend. Such funding shall be limited to \$200 per retiree event.
3. No alcoholic beverages shall be supplied or paid for by the City of Greenville at such events.

C. Documentation

Expenditures for coffee, tea (and related supplies), cold drinks, snacks, business lunches, dinners, retirement drop-ins and the like, shall be documented by receipts marked to clearly indicate the purpose of the expenditure and charged to the Department=s Amiscellaneous@ line item account.